



City of Brazil
Development Services

**Application for Approval of a
Preliminary Plat of a Subdivision**

No. _____

Date Filed _____

Procedure

- A. A subdivider desiring approval of a plat of a subdivision of any land lying within the jurisdiction of the Commission, shall submit a written application to the Commission. Such application shall be accompanied by the information, requirements and plans set forth in this Article. (Ord. No. 19-1964; *Code of Ordinances* § 154.05)

B. Application

Name of Applicant _____

Address of Applicant _____

Name & Address of Owner _____

Name of Subdivision _____

Location of Subdivision _____

Signed _____ (Owner)

By _____ (Agent / Subdivider)

**Information, Requirements and Plans Required
For the Preliminary Plat of the Subdivision**

(These materials must accompany the Application.)

C. Preliminary Plat for Subdivision.

The owner or subdivider shall provide a preliminary plan of the subdivision which shall show the manner in which the proposed subdivision is coordinated with the Comprehensive Master Development Plan and its provisions; specifically with relation to the requirements of the major street or highway plan, school and recreational sites, shopping centers, community facilities, sanitation, water supply and drainage, and other developments existing or proposed in the vicinity. No land, however, shall be subdivided for residential use unless adequate access to the land over improved streets or thoroughfares exists or will be provided by the subdivider; or if such land is considered by the Commission to be unsuitable for use by reason of flooding or improper drainage, objectionable earth and/or rock formation, topography, or any other feature harmful to the health and safety of possible residents and the community as a whole.

The subdivider shall provide the following: (sections 1, 2 and 3)

1. Location Map -- which may be prepared by indicating the data by notations on the available maps showing:
 - Subdivision name and location
 - Any thoroughfares related to the subdivision
 - Existing elementary and high schools, parks and playgrounds serving the area proposed to be subdivided, and other community facilities.
 - Title, scale, north point and date
2. A preliminary plat showing:
 - Proposed name of the subdivision
 - Names and addresses of the owner, owners or land surveyor
 - Streets and rights-of-way, on and adjoining the site of the proposed subdivision showing the names (which shall not duplicate existing street names in the community except for extensions of existing streets). This information must include roadway widths, approximate gradients, types and widths of pavement, curbs, sidewalks, crosswalks, tree planting and other pertinent data.
 - Easements, showing locations, widths and purposes.
 - Statement concerning the location and approximate size or capacity of the utilities to be installed.
 - Layout of lots, showing dimensions and numbers.
 - Parcels of land proposed to be dedicated or reserved for schools, parks playgrounds, or other public, semi-public or community purposes.
 - Contours at vertical intervals of two (2) feet if the general slope of the site

is less than ten (10) percent and at vertical intervals of five (5) feet if the general slope is greater than ten (10) percent.

- Tract boundary lines showing dimensions, bearings, angles and references to section, township and range lines or corners.
- Building setback or front yard lines.
- Legend and notes.
- Other features or conditions which would affect the subdivision either favorably or adversely.
- Scale, north point and date (see description below)

Description of scale: The preliminary plat of the subdivision shall be drawn to a scale of fifty (50) feet to one (1) inch or one hundred (100) feet to one (1) inch. If, however, the resulting drawing would be over thirty-six (36) inches in shortest dimension, a scale as recommended by the Commission may be used. (Ord. No. 19-1964; 1982 *Code of Ordinances* § 154.06)

3. A description of the protective covenants or private restrictions to be incorporated in the plat of the subdivision.

(a) The application shall be accompanied by a certified check or money order in the amount of ten dollars (\$10) plus one dollar (\$1) for each lot in the proposed subdivision with a minimum total charge of twenty-five dollars (\$25) to cover the cost of checking and verifying the proposed plan, and such amount shall be deposited into the General Fund.

Fee \$ _____

Received by: _____

Signed: _____
Planning Administrator

Date _____, 20____

D. Preliminary Plat Approval

1. After an application for approval of a plat of a subdivision, together with two (2) copies of all maps and data has been filed, the Commission shall review the preliminary plat to accept the application and plat, or return them to the subdivider with any suggestions for changes. No application will be considered at a meeting unless it has been filed with the Commission at least ten (10) days before the date of such meeting.
2. After the Commission has accepted an application and preliminary plat, it shall set a date for a hearing, notify the applicant in writing, and notify by general publication or otherwise, any person or governmental unit having a probable interest in the proposed plat. *The cost of publication of the notice of hearing shall be met by the applicant.*
3. Following the hearing, the Commission will notify the applicant in writing that it has approved the preliminary plat and is ready to receive the final plat, or will advise the applicant of any further changes in the preliminary plat which are required or should have consideration before approval will be given. (Ord. No. 19-1964; 1982 *Code of Ordinances* § 154.07)

Publication fee \$ _____ Received by _____
Signed by _____
Planning Administrator
Date _____, 20____

The Commission accepts / rejects this Application. Date: _____, 20____

Note: If the Commission rejects this application, state the reasons below:

A public hearing will be held on the _____ day of _____, 20____

4. Within a reasonable time following the hearing on the preliminary plat of the subdivision, the Commission will notify the applicant in writing that it has approved the plat and is ready to receive the Final Plat, or will advise the applicant of any further changes in the preliminary plat which should have consideration before approval will be given.

STATE OF INDIANA,)
) SS:
CITY OF BRAZIL,)

ADDRESS

- 5 -

**Application for Approval of
a Final Plat of a Subdivision
City of Brazil, Indiana**

No. _____

Date Filed _____

I / We the undersigned agree that the Final Plat of a Subdivision for which approval is requested by this Application will comply with and conform to all applicable laws of the State of Indiana and Ordinances of the City of Brazil, Indiana, adopted under authority of Chapter 174 of the Acts of 1947, General Assembly of the State of Indiana, and all Acts amendatory thereto.

Name of Applicant _____ Phone _____

Address of Applicant _____

Name and Address of Owner _____

Name of Subdivision _____

Number of Application for Approval of Preliminary Plat -- Form No. _____

Description of Part of Preliminary Plat for which approval is requested by this application for the
Final Plat of a Subdivision _____

Signed: _____ (Owner)

By _____ (Agent or Subdivider)

Note: The Final Plat may include all or only a part of the Preliminary Plat which has received approval.

Information, Requirements and Plans Required for Approval of the Final Plat of the Subdivision

(Note: These materials must accompany this application)

Note: The original drawing of the Final Plat of the Subdivision shall be drawn to a scale of fifty (50) feet to one (1) inch, provided that if the resulting drawing would be over thirty-six (36) inches in the shortest dimension, a scale of one hundred (100) feet to one (1) inch may be used. Three (3) black or blue line prints shall be submitted with the original final plat, or, in order to conform to modern drafting and reproduction methods, three (3) black line prints and a reproducible print shall be submitted.

E. Final Plat Specifications

The final plat shall meet the following specifications:

- a. The final plat may include all or only a part of the preliminary plat which has received approval.
- b. The original drawing of the final plat of the subdivision shall be drawn to a scale of fifty (50) feet to one (1) inch, provided that if the resulting drawing would be over thirty-six (36) inches in shortest dimension, a scale of one hundred (100) feet to one (1) inch may be used. Three (3) black or blue line prints shall be submitted with the original final plat, or in order to conform to modern drafting and reproduction methods, three (3) black line prints and a reproducible print shall be submitted.
- c. The following basic information shall be shown:
 - Accurate boundary lines, with dimensions and angles, which provide a survey of the tract, closing with an error of not more than one (1) foot in 5,000 feet.
 - Accurate distances and directions to the nearest established street corners or official monuments, Reference corners shall be accurately described on the plan.
 - Accurate locations of all existing and recorded streets intersecting the boundaries of the tract to be subdivided
 - Accurate metes and bounds description of the boundary of the tract
 - Source of title to the land to be subdivided as shown by the books of the Clay County Recorder
 - Street names
 - Complete curve notes for all curves included in the plan.
 - Street lines with accurate dimensions in feet and hundredths of feet, with angles to street, alley and lot lines
 - Lot numbers and dimensions
 - Accurate locations of easements for utilities and any limitations of such easements
 - Building setback or front yard lines and dimensions
 - Location, type, material, and size of all monuments and lot markers

- Plans and specifications for the improvements required in this Article
- Restrictions of all types which will run with the land and become covenants in the deed for lots
- Name of the subdivision
- Name and address of the owner and the subdivider
- North point, scale and date
- Certification by a registered land surveyor
- Certification of dedication of streets and other public property
- Certificate for approval by the Commission
- Certificate for approval by the Clay County Board of County Commissioners, if all or any part of the subdivision is located beyond the city (Ord. No. 19-1964; 1982 *Code of Ordinances* § 154.08)

F. Final Plat Approval

a. When the final plat is submitted to the Commission, it shall be accompanied by a notice from the City Engineer stating that there has been filed with and approved by the City Engineer and the Board of Public Works, one (1) of the following:

- A certificate by the subdivider that all improvements and installations for the subdivision required for its approval have been made or installed in accordance with specifications and that a three (3) year maintenance bond has been provided for any improvements to be made within the streets, as is executed to the Board of Public Works for any portion of the final plat which lies within the corporate limits of the city, and that a three (3) year maintenance bond has been provided for any improvements to be made within the streets, as is executed to the Clay County Board of County Commissioners for any portion of the final plat which lies within the jurisdiction of the Commission, but beyond the corporate limits of the city, or
- A bond which shall:
 - a. Run to the Board of Works.
 - b. Be in an amount determined by the Commission to be sufficient in amount to complete the improvements and installations in compliance with these Ordinances.
 - c. Be with surety satisfactory to the Commission, and
 - d. Specify the time for the completion of the improvements and installations.
 - e. Specify that on completion, but prior to acceptance by the Board of Public Works, of any improvements to be made within the streets for any portion of the final plat which lies within the corporate limits of the city, a three (3) year maintenance bond covering such street improvements in an amount determined by the Board of Public Works to be sufficient, which shall run to the Board of Public Works, will be provided by the subdivider of such street improvements to be effective as of the date of acceptance by the Board of Public Works, or for any portion of the final plat which lies within the jurisdiction of the Commission, but

beyond the corporate limits of the city, a three (3) year maintenance bond covering such street improvements, in an amount determined by the Board of County Commissioners to be sufficient, which shall run to the Clay County Board of County Commissioners, will be provided by the subdivider of such street improvements to be effective as of the date of acceptance by the Board of County Commissioners.

The subdivider shall not be held responsible for maintenance of any street resulting beyond the control of the subdivider.

Remarks: _____

Dated _____, 20____ Signed _____
Planning Administrator

b. Within a reasonable time after application for approval of the final plat, the Commission shall approve or disapprove it. If the Commission approves, it shall affix the Commission's seal of the plat, together with the certifying signature of its president and secretary. If it disapproves, it shall set forth the reasons for such disapproval in its own records and provide the applicant with a copy. (Ord. No. 19-1964; 1982 *Code of Ordinances* § 154.09)

**Action of the Commission following receipt of this Application For
Application for Approval of the Final Plat**

Approved / Disapproved this _____ day of _____, 20____.

Approved subject to the following requirements: _____

Disapproved for the following reason: _____

President, Brazil City Plan Commission

Secretary, Brazil City Plan Commission